Montana Transcript Extract for the Data Transport System and Infinite Campus – some points to be aware of
(Updated 04/29/2016)

Please note: this document points out some of the most common causes of incomplete data for Infinite Campus users generating one of the three extract files for the Data Transport System (Demographics, Course, and Assessment). For **complete** information about the Montana Transcript Extract, please refer to the document inside Infinite Campus – Campus Community:
https://content.infinitecampus.com/sis/1549/documentation/montana-transcript-extract

Data Points Common to DTS, EWS, and/or TEAMS

There are some data points in Infinite Campus that affect not only the Data Transport System, but other OPI systems, as well. Ensuring data is complete for the Data Transport System will assist users working in the Early Warning System and in TEAMS. The box below shows which fields in Infinite Campus affect which OPI systems:

Infinite Campus Field Name	DTS	EWS	TEAMS
State ID	X	X	X
High school Credit Checkbox	X	X	
Session number	X		X
Session Type	X		X
SCED Subject Course Code and Identifier	X		X
NCES Course Code	X		X
Enrollment Start Date	X	X	
Enrollment End Date	X	X	

Warnings and Errors when loading the Demographic File into Data Transport

You may see some warnings or errors associated with data that did not populate into your Montana Transcript Demographic extract.

==Graduation Date== – Most schools do not put in the graduation date for their seniors in Infinite Campus until they graduate. Not having a graduation date as a 12th grader results in a warning.

==Diploma Type== – All Montana public schools should have a code of "01" (meaning Regular Diploma) in this field. Not having a Diploma Type as a 12th grader results in a warning.

==Required Number of Credits for Graduation==: Not having this data as a 12th grader results in a warning.

Required Number of Credits for Graduation	The number of credits the school requires for students to graduate. If the student has no Academic Program assigned, a blank value is reported.	Numeric, 10 digits	CreditRequirement.credits	Student Information > Academic Planning > Grad Progress > Total

Per the screenshot above from Campus Community, the extract takes that value from the student's academic program. If there is no academic program assigned, a blank value is reported. Review the following data in Infinite Campus: Programs>Academic Programs> HS graduation req>credit requirements.

Some transfer students did not have the academic program added when they enrolled, so that would need to be updated for those students.

==Enrollment "S" Service Type students==: "S" Enrollment student records do not get put into the Montana Transcript Demographic extract. If your school is the student's school of record, meaning they have an "S" enrollment with you and no "P" enrollment with another school, you can only add that student's Demographic data via Data Transport System's Online module. (If a student is part-time (S enrollment) with you, and full-time at another school, the school that holds the full-time (P enrollment) is solely responsible for that student's data.) Course and Assessment data for an "S" enrollment student's Course course and assessment, when available, may appear on your Course and Assessment extracts. If you are not the student's school of record, those records will reject.

Warnings and Errors when loading the <u>Course</u> File into Data Transport

Here are some things that will cause Course data to not appear in the Montana Transcript Course extract. Please note: the Data Transport System has no way of knowing if a student has taken a course or not, so if that information is not reported, there will be no warning generated.

==If the Course Record is not showing up at all:==

1. ==Post to Transcript:== Run a transcript from within Infinite Campus to see if the course shows up. If it doesn't, that is the problem. For courses taken at your district in previous terms/years, if the student grade for a course has not been Posted to the Transcript in Infinite Campus, the transcript records for that course will not show up in the Course extract.

NOTE: If the active year or all years is selected when setting up the extract options, then all

courses the student is scheduled into for the active year that are marked 'Transcript' (in the course setup) will be included in the extract even if they have not yet been posted to the transcript.

To use the Transcript Post tool correctly for these courses, you'll want to make sure of a few things:

-Make sure the correct calendar is selected. This should be the calendar in which the student took the specified course.

-Select the correct Credit Group. This is the credit group that is attached to the grading task that is posted to the transcript (For example, course 9999 Driver's Ed is linked to the HHS Credits>Electives credit group)

-When you post, remember that the Transcript Post tool will not duplicate records, but it also will not update records. So the original transcript entry that was manually entered may still exist and may need to be removed at a different time.

      2. High School Credit Checkbox - If a transcript record in Infinite Campus does not have the 'High School Credit' checkbox checked, that transcript record will not appear in the transcript extract. Check the checkbox to 'on.' If the setup of the course does not have the 'transcript' box checked, that course will not show on the transcript extract. Run the state published ad hoc report called 'Curriculum MTTranscript Course HS Credit NOT Checked.' Alternately, you can run the the state published ad hoc report called 'Student MTTranscript Missing Transcript Data' which will find not only records that don't have the transcript box checked, but also find records that are missing Session Number and/or Session Type.

If the Course Records are incomplete

Session Type (term) and Session Number in student transcript record:
If the student transcript record Session Type or Session Number are blank, those fields in the Transcript Course extract will likewise be blank. When the Course file is uploaded with blank values, the Data Transport System will populate those fields and provide warnings.

The Data Transport System will populate a blank Session Type in the Course record with the value "NA" and give the TRCRS020 Warning for each affected record.
The Data Transport System will populate a blank Session Number in the Course record with the value "00" and give the TRCRS020 Warning for each affected record.

To ensure the correct Session Type and Session Number appear in the student transcripts, run the state published ad hoc report called 'Student MTTranscript Missing Transcript Data' to find all the transcript records that have a missing Session Number and/or Session Type. Then update Infinite Campus student transcript records with what you want in these fields, and rerun the course extract.

NOTE: For the student schedule course records that are in progress and have not yet been posted to the transcript, the course extract will populate these fields from the 'course section' area.

Next, run this ad hoc report: 'Student MTTranscript Missing Transcript Data' to find transcript records missing a) Session Type, b) Session Number, and c) High School Credit. This will tell you which transcript records don't have the High School Credit Check Box checked, and also find records where Session Number and/or Session Type data is missing.

How to run MT Transcript data Ad hoc reports inside Infinite Campus:

1) Log into Infinite Campus
2) Choose the district and school at the top
3) Click on the Index tab (top left area under the year)
4) Click on the Ad Hoc Reporting section in the list
5) Click on 'Filter Designer'
6) On the right find the '+State Published' and click on the '+' sign.
7) Scroll down the list to find the following ad hoc report: Curriculum MTTranscript missing Course Section Session Info
8) As you click on the report, note there is a description for it to the right.
9) To run the report, after you have the report name selected, click on the 'Test' button below the list of ad hoc reports.

Course Codes:
1. Courses have to be mapped to the state course codes. Review MT K-12 Course Code Listing on K20 website http://opi.mt.gov/pdf/SchoolStaffing/K_12CourseCodeList.pdf. Invalid course codes will generate an error.
2. Infinite Campus will change the way it pulls the Course Code in early June, so that the five-digit NCES code is generated by adding the SCED Subject Area code and the SCED Course Identifier code.

Warnings and Errors when loading the Assessment File into Data Transport

Before running the Assessment extract, associate student assessments with PESC.

Test dates: The test date is an optional field when importing and/or setting up the test. If the school does not have the test date on the parent test, the date will not come through on the extract. If the school wants to upload these assessments, they will have to manually add the dates to the extract output before uploading or change the test setup in IC.

There are detailed instructions for the correct test setup in the documentation for the MT Transcript Extract in Campus Community. If the test date is not populated for a test, that test will not be eligible for certification. That means it will not show up on the Parchment transcript.

Writing subtest options: Both "Essay" and "Writing" are valid options for this subtest. The school can decide which one to use when they associate the test folder name with the PESC element.

Training Issues:
If the school has commas in any of the data fields, it will result in too many columns in the CSV file and cause the upload to fail. The commas will need to be removed. Extra commas are most often found in the Course file in the school name or local course name fields, but they can appear in any field. To remove a comma, open the file, Search for , and Replace with [blank].

For your convenience, here is a link to the Data Transport System:

https://datatransport.opi.mt.gov